

CaER ISO9000 Check List

Personal Information

- 1. What are your job functions and responsibilities?**
- 2. What are your job qualifications? (Any special training required?) Do you have training records?**
- 3. What are your products and Services?**
- 4. Who is your customer?**

General Knowledge about ISO9000

(You can use CaER ISO9000 Page for short cut, but you need to know how to use the MSFC ISO9000 Page)

- 5. Show how to use ISO9000 page**
- 6. Show how to get the Marshall Management Manual (If they do not know, ask them to click on the “minimum requirements for all employees” under “Clarification”.)**
- 7. Show how to get to the 20 elements .**
- 8. Show how to use the MSFC Integrated Document Library**
- 9. Explain NPD, NPG, MPD, MPG, MWI, and OWI**
- 10. Show how to get to the OWIs**
- 11. Show how to get to the Corrective Action information (need to understand the system**
- 12. What is MSFC’s Quality Policy?**
- 13. Who is our Center management Representative? (Why we need to know about this?)**
- 14. Do you know about MSFC Quality Council and what is their responsibility?**

Organization Specific

- 15. Which of the ISO9000 elements are applicable to you? And why?**
- 16. Do you use the OWI to perform your job? And will you be able to locate your OWI?**
- 17. Show your organizational OWI master list and know who is your document custodian?**
- 18. Do your contractors have procedures and documents to perform their work?**
- 19. Do you have quality records? And what are your quality records?**
- 20. Do you have monthly Safety meeting? Show the records? (Administrative Officer keeps the record)**

Contractors related information

21.How do you ensure that your contractors meet their requirements?

22.Do your contractors use MSFC procedures to perform their work.

